



TOWN OF BELMONT
TOWN CLERK'S OFFICE
455 CONCORD AVENUE
BELMONT, MASSACHUSETTS 02478

ELLEN O'BRIEN CUSHMAN
TOWN CLERK

TEL. (617) 993-2600
FAX (617) 993-2601

TOWN OF BELMONT
STREET ADDRESS ASSIGNMENT REQUEST

Date: _____

I request that the Town of Belmont assign a street address to the property I own. I understand the Town's General By-Law, relating to the assignment of addresses, article 4.13.

4.13 The Board of Selectmen shall act as the Board of Survey pursuant to Chapter 141 of the Acts of 1903.

4.13.1 The Board of Selectmen shall promulgate regulations establishing addressing standards and governing the numbering of properties. All properties, building and structures are required to have a valid address.

4.13.2 The regulations promulgated by the Board of Selectmen shall designate a Town official(s) as the sole authority to assign and modify addresses for all taxable and non-taxable properties.

4.13.3 The Town will maintain an up-to-date Master Address Table using the addresses assigned by the Board of Selectmen's designated Town official(s) and parcel identification numbers for all taxable and non-taxable properties. No one may publicly use or list an address for a property, building, or structure located within the Town of Belmont, for any purpose, unless that address is included in the Master Address Table.

Required Information:

Location of Property Parcel ID: _____
Map Parcel Suffix Unit

Current Street Address, if any _____
Unit Suffix Street Name

Please attach a copy of the certified plot plan (for new structures) or a plan/sketch (for existing structures) that shows the location of each main entrance indicated by an "X" and in relation to the street. The plan should include an arrow to show each main entrance door.

Is this a tear-down and re-build? _____
Yes or No

Owner of Record _____ Owner Contact Phone Number _____

Owner Address _____ Owner Email _____

Applicant Name and Address(if not Owner) _____ Applicant (if not owner) Email and phone number _____

Once Street Assignment has been made by the Town, the Town Clerk will notify the owner applicant (using the contact information provided) Post Office and all Town Departments.